



# EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2004**

B. Department / Program Area: **Commerce & Business Admin. Office Administration** Revision  New Course

If Revision, Section(s) Revised: **C,H,J**

Date of Previous Revision: **2003-09 new course**

Date of Current Revision: **2004-09**

C: **OADM 1214** D: **Anatomy, Physiology & Medical Terminology II** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
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<b>F:</b> Calendar Description:  <b>This course is designed to further the necessary language skills of the Medical Office Clerical Assistant. It includes the circulatory, skeletal, muscular, integumentary and endocrine systems. The causes, transmission and treatment of diseases of the above systems are discussed. The medical vocabulary and knowledge necessary for the medical office assistant in the speciality areas of oncology, nuclear medicine, radiology and psychiatry are included.</b>		
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<b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  <b>Lectures</b>  Number of Contact Hours: (per week / semester for each descriptor)  <b>Lecture: 4 Hours</b> <b>Total: 4 Hours</b>  Number of Weeks per Semester:  <b>15 Weeks X 4 Hours per Week = 60 Hours</b>	<b>H:</b> Course Prerequisites:  <b>English 11 with a grade of "C" or better or equivalent and OADM 1114</b>  <b>I:</b> Course Corequisites:  <b>Nil</b>  <b>J:</b> Course for which this Course is a Prerequisite  <b>OADM 1401</b>  <b>K:</b> Maximum Class Size:
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**L:** PLEASE INDICATE:

	Non-Credit
X	College Credit Non-Transfer
	College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ([www.bccat.bc.ca](http://www.bccat.bc.ca))

**M:** Course Objectives / Learning Outcomes

The student will be able to:

1. Describe the basic anatomy, physiology and disorders of the cardiovascular lymphatic, immune, skeletal, muscular, integumentary and endocrine systems.
2. Use the vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation of words pertaining to the above systems.
3. Describe the use of radiation in the diagnosis and treatment of disease.
4. Describe the process of tumor formation and classification.
5. Describe the role of psychiatry in modern medical practise.
6. Use the vocabulary, root works, suffixes, prefixes, abbreviations and pronunciation of words pertaining to radiology, oncology, and psychiatry.

**N:** Course Content:

## 1.0

- 1.1 vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation of terms
- 1.2 location of heart and major blood vessels
- 1.3 function of the heart
- 1.4 conduction system of the heart
- 1.5 common diseases of the heart
- 1.6 prevention and treatment of heart disease
- 1.7 function of the blood vessels
- 1.8 physiology of circulation
- 1.9 pulse and blood pressure
- 1.10 disorders involving the blood vessels

## 2.0 The Blood

- 2.1 vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation of terms
- 2.2 function of the blood
- 2.3 blood constituents
- 2.4 blood typing and transfusions
- 2.5 common disorders of the blood
- 2.6 blood studies

## 3.0 Lymphatic System

- 3.1 vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation of terms
- 3.2 anatomy of the lymphatic system
- 3.3 functions of lymphoid tissue
- 3.4 common disorders of the lymphatic system and lymphoid tissue

## 4.0 Body Defenses, Immunity and Vaccines

- 4.1 occurrence of infection
- 4.2 body defenses
- 4.3 inflammatory reaction
- 4.4 inborn immunity, natural and artificially acquired immunity
- 4.5 active and passive immunity
- 4.6 antigens and antibodies
- 4.7 vaccines and serums
- 4.8 common disorders of the immune system

5.0	Skeletal System
5.1	vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation of terms
5.2	bones of the axial skeleton
5.3	bones of appendicular skeleton
5.4	function and location of red and yellow bone marrow
5.5	common bone disorders
5.6	fractures
5.7	joints
5.8	common types of arthritis
6.0	Muscular System
6.1	vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation of terms
6.2	characteristics of skeletal muscles
6.3	attachments of skeletal muscles
6.4	muscle movement
6.5	names of selected skeletal muscles
6.6	common muscular disorders
7.0	Integumentary System
7.1	vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation of terms
7.2	structure of the skin
7.3	glands of nails and hair
7.4	functions of the skin
7.5	observations of the skin - pigment, discoloration, injuries, and eruptions
7.6	common skin disorders
8.0	Endocrine System
8.1	vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation of terms
8.2	location of the endocrine glands
8.3	hormones
8.4	pathological conditions resulting from over or under secretion of hormones from each gland
8.5	use of hormones in treatment of disorders
9.0	Radiology, Nuclear Medicine and Radiation Therapy
9.1	vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation of terms
9.2	physical properties of x-rays
9.3	diagnostic and therapeutic techniques used by radiologists, and radiotherapists
9.4	positions used in x-ray examination
10.0	Oncology
10.1	vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation of terms
10.2	Medical terms used to describe pathological appearance, growth and spread of tumors
10.3	classification and naming of tumors
10.4	methods to determine extent of metastasis
11.0	Psychiatry
11.1	vocabulary, root words, suffixes, prefixes, abbreviations and pronunciation of terms
11.2	psychiatrist, psychologist, and other mental health care workers
11.3	tests used to evaluate mental health and intelligence
11.4	common disorders
<b>O:</b>	Methods of Instruction
	Lecture of Anatomy, physiology, and medical terminology.

<p><b>P:</b> Textbooks and Materials to be Purchased by Students</p> <p>Memmler, Ruth and Dena Wood. <u>The Human Body in Health &amp; Disease</u>, 7th Ed. Philadelphia: Lippincott.</p> <p>Workbook to accompany above text.</p> <p>Chabner, Davi-Ellen. <u>The Language of Medicine</u>, Fourth Ed. Philadelphia: W.B. Saunders.</p>								
<p><b>Q:</b> Means of Assessment</p> <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Quizzes (Minimum of three)</td> <td style="text-align: right;">40%</td> </tr> <tr> <td>Mid-term Examination</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Final</td> <td style="text-align: right;"><u>30%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Quizzes (Minimum of three)	40%	Mid-term Examination	30%	Final	<u>30%</u>		<u>100%</u>
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Mid-term Examination	30%							
Final	<u>30%</u>							
	<u>100%</u>							
<p><b>R:</b> Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p>								

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Course Designer(s):

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Education Council / Curriculum Committee Representative

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Dean / Director: **Rosilyn G. Coulson**

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Registrar: **Trish Angus**

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